

Retention and Classification Report

Agency: Weber County (Utah). County Recorder (1305)

Weber Center
2380 Washington Blvd. #370
Ogden, UT 84401
399-8543

Records Officer

84254	Abstracts records
80163	Official records
17473	Plat map description changes
80624	Plat maps

AGENCY: Weber County (Utah). County Recorder

SERIES: 84254

4

TITLE: Abstracts records

DATES: [ca.^1880]-

ARRANGEMENT: Numerical by book number, thereunder by page number

DESCRIPTION:

The county recorder creates abstracts that contain the history of property ownership by providing a true chain of title by geographical location. They contain the date and character of instrument, book and page number where instrument was recorded, entry number of instrument, and legal description.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm duplicate: For records beginning in 1887 through 1974.
Retain in State Archives permanently.

Paper: Retain in Office until microfilmed and then maintain original permanently..

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: For records beginning in 1975 and continuing to the present. Retain in Office permanently.

AGENCY: Weber County (Utah). County Recorder

SERIES: 80163

4

TITLE: Official records

DATES: i 1946-

ARRANGEMENT: Chronological by recorded date, thereunder numerical by entry number

DESCRIPTION:

The official record is a compilation of the records kept as documents registered by the county recorder. Beginning in 1946 records were registered together as well as in separate volumes. Contained in the Official Record are: Abstractor bonds, bills of sale, medical certification records, United States Military discharges, affidavits, powers of attorney, lis pendens, land agreements, redemption certificates, gas and oil leases, deeds, mortgages, mining records, water records, leases, and liens. This series also included certificates of appointments for bishops and stake presidents in the Church of Jesus Christ of Latter-day Saints.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 16.

AUTHORIZED: 04/02/2009

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records beginning in 1940 and continuing to the present. Retain in Office permanently after being microfilmed.

Microfilm master: For records beginning in 1946 and continuing to the present. Retain in State Archives permanently with authority

AGENCY: Weber County (Utah). County Recorder

SERIES: 80163

TITLE: Official records

(continued)

to weed.

Microfilm duplicate: Retain in Office permanently.

Compact disc: Retain in State Archives permanently.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Historical Legal

These are officially recorded public documents. There is a legal requirement for their perpetual maintenance. UCA 17-21-1.

PRIMARY CLASSIFICATION:

Public

AGENCY: Weber County (Utah). County Recorder

SERIES: 17473

3

TITLE: Plat map description changes

DATES: ca. 1975-

ARRANGEMENT: Chronological

DESCRIPTION:

Outdated legal description cards, used to research previous plats created prior to recording description changes. Includes legal description with old and new identification numbers.

RETENTION:

Retain permanent

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1996

FORMAT MANAGEMENT:

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Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the agency.

AGENCY: Weber County (Utah). County Recorder

SERIES: 17473

TITLE: Plat map description changes

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Weber County (Utah). County Recorder

SERIES: 80624

3

TITLE: Plat maps

DATES: 1974-

ARRANGEMENT: Numerical by book and page

ANNUAL ACCUMULATION: 13.00 cubic feet.

DESCRIPTION:

These are plat maps showing property ownership and property lines for real estate within the county. The county recorder "shall prepare and keep present-ownership maps and plats drawn to a convenient scale, which shall at all times show the record owners of each tract of land in the county, together with a description of the tract" (UCA 17-21-21 (1995)).

RETENTION:

Retain until superseded.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 17.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until superseded or until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in State Archives permanently.

AGENCY: Weber County (Utah). County Recorder

SERIES: 80624

TITLE: Plat maps

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APPRAISAL:

Administrative Legal

PRIMARY CLASSIFICATION:

Public